

## **RECRUITING FOR MULTIPLE EMPLOYMENT SPECIALISTS**

### **EMPLOYMENT SPECIALIST ROLE (multiple openings)**

Twining Enterprise supports people across North & West London with mental health problems to find and sustain work, using the internationally recognized Individual Placement and Support (IPS) approach.

We are now looking to recruit a number of professional and self-motivated Employment Specialists to join our dynamic and high performing teams in Barnet, Brent, Ealing, Harrow, Hounslow, Hillingdon, Hammersmith & Fulham and Haringey. You will provide an employment support service to help people with mental health conditions gain and sustain paid employment.

In return we offer flexible working, career development opportunities, a generous holiday entitlement and competitive financial rewards. We are also strongly committed to equality of opportunity in employment and oppose all forms of unlawful or unfair discrimination.

### **Job title – Employment Specialists (multiple openings)**

**Salary - £28,300 - £31,500**

**Responsible to – Team Leader**

**Location – Barnet, Brent, Ealing, Harrow, Hounslow, Hillingdon, Hammersmith & Fulham and Haringey.**

**Contract – 1-year fixed term or permanent**

**Full time**

### **HOW TO APPLY**

Please email [jobs@twiningenterprise.org.uk](mailto:jobs@twiningenterprise.org.uk) with:

- a tailored copy of your CV.
- a covering letter detailing how you meet the Essential Knowledge, Skills and Abilities we shortlist on (see Person Specification below). We will not accept generic cover letters.
- in the cover letter please also specify which London Boroughs (of those outlined above) you would prefer to work in.

Please also make sure you complete and send separately our Twining Equalities Monitoring Form which can be found in the 'Jobs' section of our website.

**The deadline for applications is: On-going.**

We will interview suitable candidates as soon as applications are received. The first interview will be a short telephone call. If successful, you will then be invited to a panel interview, with offers made after this to successful candidates.

## **JOB PURPOSE**

To inspire people with mental health conditions to progress, and to gain and sustain paid employment. Some Employment Specialists will support clients with common mental health conditions (e.g. anxiety, depression), whilst others will support clients with severe and enduring mental illness (e.g. schizophrenia, bipolar, personality disorders).

Depending on what clients are right for you to work with, you will either work across the local NHS primary or secondary care network alongside NHS clinicians to secure client referrals.

To work with clients with more serious mental illness, you will need to be comfortable supporting people who have experienced / are experiencing serious mental health challenges, as well as possibly other serious difficulties in their lives. Although you will receive full training and support, it's important you are aware of the potential impact this may have on your own mental wellbeing.

All Employment Specialists will follow the 8 principles of IPS, adhere to the IPS Fidelity Scale and achieve monthly targets and KPIs with the required administration and compliance.

## **Responsibilities and Duties**

1. Engage a caseload of clients with mental health problems and establish trusting, collaborative relationships to support them into employment in line with contract targets and IPS fidelity.
2. Assess clients' employment support needs; implementing and adjusting employment plans as necessary to support each client's desired outcomes along IPS requirements.
3. Develop and deliver a range of practical services to meet clients' needs including career guidance, job searching, CV preparation, interview skills, individual coping techniques or work coaching.
4. Build a constant flow of referrals to ensure a dynamic caseload.
5. Conduct weekly employer engagement activity in line with IPS Fidelity.
6. Understand the complex issues a client may face, recognise holistic support needs and work in conjunction with clinical staff.
7. Facilitate access to expert financial advice on welfare benefits and 'access to work' resources.
8. Provide support and reasonable adjustments if required, to employed clients to support them to stay and progress in work.
9. As requested, attend clinical team meetings to provide advice and information on employment and IPS.
10. Collaborate with community partners to raise awareness of employment and mental health issues and promote access to the service.
11. Maintain accurate and up to date records of activity and outcomes in line with service requirements, ensuring the IT database is up to date and paperwork compliant.
12. Update and maintain NHS database (IAPTus).
13. Receive regular supervision and training to meet individual, team and organization's needs.

14. Contribute to the development of a service that is locally responsive and supports minority/disadvantaged communities.
15. Comply with and actively promote all Twining policies and procedures including Equality and Diversity, safeguarding and data protection.
16. Perform other tasks as required by your manager.

## **PERSON SPECIFICATION**

### **Essential Knowledge, Skills and Abilities we will shortlist you on.**

***We are also interested in transferable skills and experience which could support your attributes in these areas.***

- Understanding and experience of the support needs of people with mental health conditions in finding, returning to/retaining mainstream employment.
- Knowledge and experience of working in a health or social care setting.
- Able to present confidently to external stakeholders and partners at various levels.
- Experience working within a quality assured framework/standards and commitment to adhering to the IPS model of employment support/fidelity and employment retention (training will be provided).
- Experience of effective diary management, prioritising tasks and working to tight deadlines.
- Proven ability to work effectively and be accountable in an outcome-driven environment.
- Strong client needs assessment and action planning and competent in accurate record keeping and casework administration.
- Excellent computer skills including ability to utilise database and Microsoft packages.
- Excellent interpersonal and communication skills with clients (face to face, by telephone and in writing) and as part of a team.
- Ability to think creatively to provide solutions for clients and provide excellent local partnership work.
- Willingness to travel in designated London Borough.
- Knowledge of and commitment to relevant policies, procedures, and standards e.g. Health & Safety, Confidentiality (Data Protection), Equality & Diversity and Sustainable Development, Equality Act 2010 and employment law.

### **Desirable Experience and Skills**

- Experience working in an IPS or employment and disability service.
- Experience working in a mental health setting.

### **Attitudes**

- Positive, professional, and self-motivated
- Dynamic personality, confident engaging with a range of stakeholders to promote the service.
- Strong belief in the value of employment in supporting good mental health.
- Empathetic and person centred.
- Committed to equality of opportunity and diversity.
- Open to feedback and proactive in addressing self-development.
- Proactive in managing one's own health and wellbeing.

## **ABOUT TWINING ENTERPRISE**

### **Who we are**

Twining Enterprise exists to improve mental wellbeing by supporting people in and into work. Everything we do is aimed at helping people with mental health conditions gain access to the benefits work has to offer. Our tailored practical employment support doesn't just help with work-related goals, it improves our clients' wellbeing and lives.

We are one of London's leading mental health employment charities. We provide life-changing support to 2,000 Londoners with mental health problems every year. Our clients regularly tell us that our support has helped them achieve progress they didn't believe was possible.

### **How we work**

Individual Placement & Support (IPS) is an internationally recognised and evidence-based supported employment intervention. IPS is regarded as the most effective and efficient way of helping people with mental health issues into competitive and sustainable employment.

Twining was the first non-NHS provider to be awarded Centre of Excellence status for its IPS service in Barnet.

You can read more about us and our client successes here [www.twiningenterprise.org.uk](http://www.twiningenterprise.org.uk).